



2023 Summer Employment Opportunity

Municipal Services Assistant

Responsible for the processing and organization of a variety of existing Township records in both electronic and hard copy formats.

Existing files need to be culled and organized prior to digitization. Identified records need to be classified, coded, digitized with the appropriate software or technology and entered into the Township's newly established document management system which utilizes Sharepoint.

Strong organizational skills, attention to detail and knowledge of Sharepoint is required. The ability to operate the appropriate technology such as a computer and scanner, and digitization software is preferrable.

TERM: May 1, 2023 – Sept. 1, 2023

REFERENCE # 0623

PAY: \$16.48/hour – Full-time Position

Interested applicants must submit their cover letter and resume by March 3rd, 2023 at 4:30pm to:

careers@northdundas.com or
Township of North Dundas
636 St. Lawrence St., P.O. Box 489
Winchester, Ontario, K0C 2K0
Fax: (613) 774-5699

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

The Township of North Dundas is an Equal Opportunity Employer. The Township will endeavor to accommodate a candidate in all parts of the hiring process. Applicants need to make their needs known in advance. The Township of North Dundas is committed to providing quality goods and services that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

P. O. Box 489, 636 St. Lawrence Street, Winchester, Ontario K0C 2K0

Tel. (613) 774-2105 Fax (613) 774-5699